

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

STAFF MEMORANDUM
NUMBER 30-38

9 October 1999

PERSONNEL

HQ USEUCOM Senior Enlisted Advisor Program

-
1. **Summary.** This Staff Memorandum establishes and defines responsibilities for the HQ USEUCOM Senior Enlisted Advisor (SEA) Program.
 2. **Applicability.** This Staff Memorandum applies to all USEUCOM directorates/staff offices and subordinate elements.
 3. **Internal Control Systems.** This Staff Memorandum contains no internal control provisions and is not subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control device is ED 50-58, Internal Management Control Program.
 4. **Suggested Improvements.** The proponent for this directive is the Office of the Command Sergeant Major, United States European Command. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECSE, Unit 30400, Box 1000, APO AE 09128.
 5. **Purpose.** The primary purpose of the HQ USEUCOM SEA Program is to advise the USCINCEUR (CINC), Deputy USCINCEUR (DCINC), Chief of Staff (COS), and Directors/Office Chiefs on matters affecting the morale, welfare and quality of life of EUCOM enlisted personnel.
 6. **Responsibilities.**
 - a. The HQ USEUCOM Command Sergeant Major (CSM):
 - (1) Senior Enlisted Advisor to the CINC.
 - (2) Serve as the Senior Noncommissioned Officer of the U.S. European Command.
 - (3) Provide advice and recommendations to the CINC, DCINC and staff on all matters pertaining to the enlisted force and their families.

This Staff Memorandum supersedes SM 30-38, dated 5 Oct 93.

- (4) Work cooperatively with the senior NCOs of each service component in theater to harmoniously serve each chief component command and the CINC in all areas.
- (5) Provide leadership and liaison between the CINC and the USEUCOM enlisted force.
- (6) Advise the CINC on the morale and quality of life of the enlisted force.
- (7) Advise and assist the CINC in maintaining discipline and standards regarding quality of the force.
- (8) Provide liaison with European Theater Component SEAs/CSM, and keep the CINC apprised of quality of life and other issues impacting European Theater enlisted personnel.
- (9) Accompany the CINC/DCINC/COS on inspections, visits and ceremonies.
- (10) Hold enlisted calls to coordinate information and activities with component CSMs and SEAs.
- (11) Establish criteria and guidelines for recognizing assigned personnel on a quarterly and annual basis. Ensure all boards are conducted fairly and consistently.
- (12) Develop recognition criteria for HQ USEUCOM enlisted personnel.
- (13) Assist in the reception of visitors to the command.
- (14) Serve on advisory councils and maintain a close relationship with the local community.
- (15) Evaluate the quality of NCO leadership, management, and supervisory training throughout the Theater.
- (16) Perform all other duties as directed by the CINC.
- (17) Overall goal is to develop a senior enlisted team within USEUCOM that harmonizes activities of component SEAs in order to set standards and avoid duplication of programs or activities. A powerful, coordinated, effective message is sent when the component commanders and the CINC speak as one to the Services, Joint Staff, OSD or Congress. The USEUCOM Senior Enlisted Advisor should seek to achieve the same consensus among component Senior Enlisted Advisors in areas directed by the CINC and provide continuous feedback to the CINC or his staff. Meet semi-annually with all Joint SEAs to discuss issues and make recommendations to the CJCS.

b. Directors/Office Chiefs:

(1) Appoint a senior NCO (usually the senior ranking enlisted within the directorate/staff office) to serve as SEA on an additional basis.

(2) Delegate sufficient authority to the SEA to implement policy to ensure the morale and welfare of the directorate/staff office enlisted personnel is maintained.

c. Individual Directorate/Staff Office SEAs:

(1) Serve as the principal advisor to the Director/Office Chief on enlisted matters.

(2) Manage Directorate/Staff Office level enlisted recognition programs and reviews and approves candidates for participation in HQ USEUCOM and base level awards programs.

(3) Represent Directorate/Staff Office enlisted personnel on the HQ USEUCOM Senior Enlisted Council.

(4) Inform the HQ USEUCOM CSM of issues which require resolution beyond the directorate level.

d. The primary focus of the HQ USEUCOM Senior Enlisted Council is to address areas of concern to the enlisted personnel assigned to HQ USEUCOM.

e. Members of the council will solicit ideas and suggestions from enlisted personnel within their areas of responsibility. Those items determined to be beyond resolution by the council may be referred to the CINC for consideration.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

MICHAEL A. CANAVAN
Lieutenant General, USA
Chief of Staff

DAVID R. ELLIS
LTC, USA
Adjutant General

DISTRIBUTION:
P